

The Parks and Recreation Department is seeking a skilled individual who will be responsible for a diverse range of administrative support functions, including registering the public for recreation programs and reserving city park facilities using a specialize software system. Ideal candidate is highly organized, customer-service oriented, has excellent oral and written communication skills and can work independently with minimal supervision. Extensive computer experience using Microsoft Office products (2007 or 2010) is required. Final candidates will be tested for computer and office skill competencies. Cover letter required with job application, resume optional. Starting rate is \$16.47 per hour with advancement to \$20.43 per hr. Excellent benefits and great work environment.